

DD/A Registry

83-0451/20

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Edward L. Sherman  
Director of Finance  
1212 Key Building

EXTENSION

NO.

DATE

18 July 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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EO/DDA

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DD/A REGISTRY  
FILE: 100-5

STAT

DD/A Registry
83-0451/20

18 JUL 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM: Edward L. Sherman  
Director of Finance

SUBJECT: Reduction in Travel Authorizing Officers

1. We have reviewed the number of travel authorizing officers in Office of Finance and are taking steps to reduce them from eight to three. The remaining positions are the Director of Finance, the Deputy Director, and the Deputy Director for Compliance who supervises the commercial audit function.

2. This is the second such reduction in the last four years. In May of 1980 this office reduced its travel authorizing officers from twelve to six. Thus from 1979 to the present, we have reduced travel authorization positions by 75%.

Edward L. Sherman

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